GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

I.A.S. - Asst. Collectors - Scheme of Practical Training - Revised Programme - Orders – Issued.

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GENERAL ADMINISTRATION (SC.A) DEPARTMENT

G.O.MS.No. 69 Dated: 07-05-2018

Read the following:-

1. G.O..Ms.No.230 General Administration (Spl.B) Department, dt: 6.5.1981.
2. G.O..Ms.No.607 General Administration (Spl.B) Department, dt:1.12.1982.
3. G.O.Ms.No.259 General Administration (Spl.B) Department, dt:20.06.1987.
4. G.O.Ms.No.316, General Administration (Spl.B.) Department, dt:16.07.1996.
5. G.O.Ms.No.73, General Administration (SC.A) Department, dated:12.06.2015.
6. G.O.Ms.No.78, General Administration (SC.A) Department, dated:19.06.2015.
7. G.O.Ms.No.90, General Administration (SC.A) Department, dated:21.07.2017.
8. From the Director, L.B.S.N.A.A., Mussoorie D.O.No.T-30012/1/2018-TRPC, Dated:11.04.2018.

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ORDER:

In G.O. 7th read above, the scheme of Practical Training intended for the IAS Probationers to undergo in the state has been prescribed. In the reference 8th read above, the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie has suggested a model District Training Schedule for the probationers of IAS to undergo their district training in the state.

2. Accordingly, in partial modification of the Government Orders in the reference 7th read above, the Revised Schedule of Practical Training intended for the IAS Probationers to undergo in the state is annexed to this order.

3. The Government, therefore, direct that the Practical Training Programme for the directly recruited IAS officers appointed on the basis of the results of the All India Civil Services Competitive Examinations and allotted to the Andhra Pradesh State, shall hereafter, be as shown in the Annexure-I and the General Instructions to be followed while imparting training are appended in the Annexure-II to this order.

4. The Revised Training Schedule shall come into force with immediate effect and commences with the training of IAS Probationers of 2017 Batch.

5. The Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla is hereby declared as Nodal Institution for coordinating the entire period of District Training of the IAS Probationers. The Director General, Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla shall be responsible for overall design; conduct and review of training of Probationers. A date wise training schedule shall be drawn up for the entire training and particularly for training in the allotted districts for the Trainees. A uniform pattern of training shall be maintained for all Probationers and the same shall be monitored by the Andhra Pradesh Human Resources Development Institute

(APHRDI), Bapatla.

(P.T.O.)

6. The Collectors and District Magistrates and others concerned are requested to impart the training to the IAS Probationers as per the schedule given by the Director General, Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla.

7. The Chief Commissioner of Land Administration, the Director General, Andhra Pradesh Human Resources Development Institute, Bapatla and all the Collectors and District Magistrates are requested to acknowledge receipt of this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
The Director General, Andhra Pradesh Human Resources Development Institute, Bapatla.
All the Collector and District Magistrates in the State.
The Chief Commissioner of Land Administration, A.P., Vijayawada.
All Secretaries to Government including Principal Secretaries to Government
The Director General & Inspector General of Police, Mangalagiri.
The Principal Chief Conservator of Forests, (HoFF), A.P., Guntur
The Commissioner & Director of Agriculture. Guntur
The Commissioner & Director, Municipal Administration, A.P., Guntur.
The Commissioner, Panchayat Raj and Rural Development, A.P., Vijayawada.
The Director of Treasuries & Accounts, Vijayawada.
The Registrar of Cooperative Societies, Guntur.
The Engineer-in-Chief, Irrigation/Roads & Buildings/Public Health/PR/RWS, Vijayawada
The Director of Animal Husbandry, Vijayawada.
The Director of Social Welfare, Tadepalli, Guntur District.
The Commissioner of Industries. Vijayawada.
The Commissioner, Horticulture, A.P., Guntur.
The Commissioner, Medical & Health, A.P., Vijayawada.
The Commissioner, Civil Supplies, A.P., VVijayawada.
The Pay & Accounts Officer, Andhra Pradesh Vijayawada

Copy to :
The Accountant General. Andhra Pradesh. Hyderabad
The Secretary to Government of India, Ministry of Personnel. Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi.
The Director, Career Management Division, Department of Personnel and Training, North Block. New Delhi.
The Director, Lai Bahadur Shastri National Academy of Administration. Mussoorie - 248 179 (UP)
All Departments of Secretariat.
The Registrar. A.P. Agricultural University. Guntur.
The General Manager. A.P. State Road Transport Corporation, Vijayawad.
The Genl. Admn (SC.D/SC.E/SC.X/AR & T-I) Department
The P.S. to Chief Minister/Chief Secretary/Secretary to Government (Political)
The P.A to Joint Secretary (AIS).
SC/SFs.

// FORWARDED :: BY ORDER //

SECTION OFFICER (SC)

ANNEXURE-I

(to G.O.Ms. No.69, General Administration (SC.A) Department, dated:07.05.2018)

REVISED SCHEDULE OF PRACTICAL TRAINING OF IAS PROBATIONER IN THE STATE

Sl.No	Training Activity	Duration	Learning objectives
1.	Joining time after concluding Professional Course Phase-I at LBSNAA to join at respective States	1 week	
Introduction and basic orientation			
2.	Institutional Training at APHRDI, Bapatla	4 weeks	Introduction to State, State laws Administrative set up, Culture & Language Accounts training at APHRDI, Bapatla. Refer Annexure-II for detailed topics
3.	Andhra Darshan	7-10 days	To familiarise Trainees with the State
4. Training at District Level			
4.1	Reporting to the District Collector and general orientation within the Collectorate	3 weeks	Learning by observing the Collector while she/he attends to work and deals with public. Training in various sections of the Collectorate and Departments sitting in Collectorate such as transport, welfare, civil supplies, natural calamities etc. Independent charge of establishment and/or other sections to familiarise the Trainee with office procedure.
4.2	Attachment with the District Level Officers of line departments with independent offices like Health, Education, Agriculture, Engineering etc.	1 week	
4.3	Attachment with Superintendent of Police and district level police	1 week	Observe functioning of District Police Office including patrolling, inspection of police station etc. Conduct of inspection of a police station/ facility by a competent officer alongwith Probationers is suggested during this attachment
4.4	Attachment with police station [preferably in rural area]	1 week	To understand issues of police magistracy coordination and record maintenance at Police Stations. The Probationers may be put through dairy maintenance, execution of warrants/ summons, police report in security proceedings, coordination with local magistracy in different situations, specially law and order.

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Sl.No	Training Activity	Duration	Learning objectives
4.5	Attachment with Divisional Forest Officer	2 days	To observe and understand protection of forests and environment, various legislations and role of administration.
4.6	Attachment with District Treasury/ Sub District Treasury	1 week	To understand treasury manual, software and treasury procedure including duties and responsibilities of a DDO. Hands on training in passing bills, verification of compliance of audit objections, regulating ac/dc bills, Inspection of strong rooms and treasury / sub treasury
4.7	Attachment with Zilla Parishad/DRDA and ITDA	2 weeks	To understand the functioning of development agencies, organizational and funding mechanism for different developmental schemes, monitoring mechanisms and MIS as well as convergence of data across schemes, special schemes for tribal areas, the functioning of Panchayati raj institutions at district and sub-district levels.
5. Training in Development Administration			
5 1	Stay in village and interact with AWW, ANM, ASHA, teachers and other field level functionaries of different departments	1 week	Understand the perspective and roles of different grassroots functionaries. The probationer is expected to stay in the village during this period and interact closely with people and functionaries.
5.2	Attachment with Gram Panchayat	1 week	To understand the functioning of Panchayati Raj system. Familiarisation with record keeping, monitoring, fund flow, implementation of schemes and social welfare functions of the Gram Panchayat. Exposure to social audit &FRA. Attending meeting of Gram Sabha etc.
5.3	Attachment with MDO	1 week	Observe the duties and responsibilities of a MDO; handling of files; dealing with public, PRI members at the intermediary level; discharge of duties of Mandal Prishad etc.
5.4	Independent charge as MDO	6 weeks	Hands-on experience with office procedures and decision-making at Mandal level
6. Training in Urban Administration			
6.1	Attachment with ULB	1 week	Understand the functioning of municipalities/ municipal corporations in relation to district administration, urban planning, sanitation, transport and infrastructure management and maintenance, role of elected

			representatives and understanding responsibilities of staff under ULBs

(Contd...P.3.)

Sl.No	Training Activity	Duration	Learning objectives
6.2	Independent charge of Executive Officer of Municipality	4 weeks	To have an hands-on experience on management of Urban Local Bodies; its functions; powers, implementation of programs
7. Training in Revenue Administration			
7.1	Attachment with Revenue Inspector Office	1 week	To observe the field level functioning of Revenue Administration, record keeping, reports, identifying encroachments etc.
7.2	Survey and Settlement training	2 weeks	To understand various techniques of Revenue Administration and record management.
7.3	Attachment with Tehsildar	1 week	To observe the duties and responsibilities of a Tehsildar and her/his dealing with public, implementation of revenue laws of the state including preparation of records, mutation etc.
7.4	Independent charge of Tehsildar	6 weeks	To have a hands-on experience of matters related to revenue administration.
8. Judicial Training			
8.1	Attachment with District Court/ SDJM	1 week	To observe the court procedure, judicial system and court functioning.
8.2 i	Independent charge as Judicial Magistrate Second Class	*This charge may not necessarily be slotted with fixed dates as such, but the powers can be conferred at start of training, and at least five cases handed over for final disposal.	To develop skills for performance of quasi-judicial functions - hold trials, conduct inquiries, record dispositions, appreciate evidence draw up orders and write judgements.
9. Training at Sub-District Level			
9.1	Attachment with Sub-Collector/Revenue Divisional Office	2 weeks	To observe the judicial and non-judicial duties and dealings of a Revenue Divisional Office.
9.2	Independent charge as Sub-Collector/Revenue Divisional Office and/or	4 weeks	To gain hands-on experience to discharge independent functions at sub-district level offices.

	PO, ITDA		

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Sl.No	Training Activity	Duration	Learning objectives
10. Training at State Level			
10.1	Report to APHRDI, Bapatla: Half day attachments with different Departments / Organizations and PSUs of State Govt. (Including 2 days Secretariat Attachment)	2 weeks. (Department / organisation wise schedule to be issued)	To observe the functioning of various departments and understand the subjects from state perspective
10.2	Attachment with DGP	2 days	Understand the functioning of state level coordination mechanisms, guidelines/ practices of police magistracy coordination at different levels, especially district and sub district
10 3	Half day attachments with offices of various Commissions like Human Rights, Food Security, Persons with Disability, Women, Information, Child Rights etc.	1 week. (Organisation wise schedule to be issued)	To observe the statutory nature of the Commissions and their functioning
10.4	Attachment with High Court and Advocate General	2 days	Get an understanding of executive judiciary relationship, filing of affidavits and para-wise comments in cases, contempt of court etc.
10.5	Attachment with Principal Accountant General	2 days	Understand how audit is done, what are the main issues pointed out regarding expenditure, issues brought out in performance audits of different sectors, entry and exit Interviews etc.
10.6	Experience sharing, wrap up and debriefing at APHRDI, Bapatla	1 week	Wrap-up of learning with linkages to the future role
11.	Joining time from the State to join at LBSNAA	1 week	
Total		53 Weeks	

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

//FORWARDED :: BY ORDER//

SECTION OFFICER (SC)

ANNEXURE-II

(to G.O.Ms. No.69,General Administration (SC.A) Department, dated:07.05.2018)

General Instructions:

1. During the Collectorate attachment in the first week, the Officer trainee shall be introduced to the various sections in the Collectorate and their functionalities. He shall also be given basic knowledge of protocol and warrant of precedence.
2. The second week starts with introduction to all departments. The purpose is that Officer trainee should get thorough knowledge about all the departments (their organization and functions) before the village visit.
3. The Police attachment has been prescribed for 2 weeks so that OFFICER TRAINEE gains comprehensive knowledge on law and order issues, crime control, special branch, intelligence etc
4. Collectors and OFFICER TRAINEES may note that the village level training and Mandal level training have been changed to bring a geographic/integrated approach to training instead of departmental approach. The main purpose of village cluster level training is to allow the OFFICER TRAINEE to experience the entire government in action in the village. The Collectors shall send the OFFICER TRAINEES to a specific cluster comprising of few Gram panchayat. The Collector shall carefully decide as to what attachment has to be done in which GP. For eg, VRO attachment may be done in a particular GP; the panchayat secretary attachment may be done in another GP within the same cluster. During the village stay OFFICER TRAINEES are supposed to acquire comprehensive knowledge on the working of the respective field functionary. The Collectors may also visit the OFFICER TRAINEE in the village to assess the progress made by him.
5. Similarly, Mandal level training is incorporated to enable the OFFICER TRAINEES to see the government in action at the Mandal level. The Collectors shall allot OFFICER TRAINEE to a suitable Mandal. The OFFICER TRAINEES have to be given independent charge of Tahsildar for two weeks during which the regular Tahsildar shall be posted in Collectorate or some other Mandal. The OFFICER TRAINEES shall train with the MPDO, APO and Mandal Mahila Samakhya for a week. After this, they shall also be given independent charge of MPDO for two weeks during which the regular MPDO shall be posted elsewhere.
6. During the Village and Mandal training, the Collectors may attach the respective Mandal/Divisional/District officer to the Officer Trainees.
7. The OFFICER TRAINEES shall also be given independent charge of grade II municipality during municipal attachment.
8. It may be noted that the concerned district officer of the respective department to which OFFICER TRAINEE is attached shall be overall responsible for ensuring proper training to the OFFICER TRAINEE. The DRO shall do the necessary coordination.
9. The OFFICER TRAINEES shall furnish their daily diaries to the District Collector concerned and they shall also submit the copies of their daily diaries to the Director General, A.P. Human Resources Development Institute, for reviewing and monitoring the daily diaries of the OFFICER TRAINEES,
10. Collectors shall take personal interest in the training of OFFICER TRAINEES. They shall check the daily diary of the OFFICER TRAINEE and give him

feedback.

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11. Collectors shall also encourage the OFFICER TRAINEE to conduct independent inquiries and accompany them during tours and night halts.

12. Collectors shall make suitable arrangements for the comfortable stay and travel of the OFFICER.

13. The District Collectors shall ensure strict compliance of the schedule of the practical district training prescribed in the Annexure-I. If, any local deviations are to be made in the exigencies of District requirements, the same shall be informed to the Government/ Director General, A.P. Human Resources Development Institute.

14. The Director General, Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla shall actively oversee and regularly review the training of Probationer at all levels.

15. The Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla shall ensure that the inputs imparted at the Institution are specific to the State and are not generic in nature. The Institution shall ensure while at the Institute, the officer trainees learns about the state as well as the history and culture that are specific to the State.

16. The Andhra Pradesh Human Resources Development Institute (APHRDI), Bapatla shall ensure that the following content/Topics are part of the Institutional orientation training of the IAS Probationers of A.P. Cadre:-

    (1) Government structure. Allocation of Business Rules, Secretariat Departments, Departments and Autonomous Organisations; and their Field formations. Secretaries, Heads of Departments and autonomous organisations.

    (2) Land Revenue. Land Records, BSO, RoR, PoT, NALA, Survey, etc.

    (3) Office Procedure. Secretariat Office Manual, District Office Manual.

        a. Decision making: Inward and outward communication from Government.
        b. Office establishment: Service matters, payroll, attendance, discipline etc.
        c. Office management: Tappal, Claims (Payments of bills etc.), office maintenance, etc.

    (4) Andhra Pradesh. History, Language, Geography, Culture, Economy, Political landscape.

    (5) Local Government. Urban local bodies. Panchayati raj institutions. Agency areas (Tribal areas).

    (6) Infrastructure. Engineering works designs, SSR and estimates, measurement/ check-measurement, payments, quality check.

    (7) Procurement. Procurement procedures, e-procurement, GeM.

    (8) Personal matters. TA/DA rules, PAR, IPR, IT returns etc.

    (9) Relationship management. Ministers, Elected representatives, Senior officers, Judiciary, Police, Press, Civil Society, Political Parties, Businesses, important stakeholder groups relating to Agriculture, Women etc.

    (10) Codes and rules. Fundamental Rules and subsidiary rules, Financial Code, Treasury Code, etc.

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17. The District Collectors /Director General, APHRDI shall ensure the participation of probationers in large events, Emergency Situations or Natural Calamity Response even if they take place in another District.

18. Assessment reports of District Training of Probationers should be sent prior to commencement of Phase 2 to LBSNAA, by the Collectors, under intimation to the Government/APHRDI, Bapatla.

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

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SECTION OFFICER (SC)